

ORG. CODE

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[illegible]

V = PURCHASED/INCIDENTAL

NAME: _____. ORG. CODE: _____. TITLE: _____. EXT. _____.

**NASA – Goddard Space Flight Center
Monthly Contractor Utilization Report**

WORKSHEET INSTRUCTIONS

Each contract Technical Officer is responsible for reporting the actual contractor manpower expended on a monthly basis. This responsibility may be redelegated providing the Technical Officer insures that his contract's manpower data is submitted accurately and in a timely manner.

Manpower actual data must be reported for the following contractor manpower categories:

On-site:
(1) Operations
(2) In-house support
(3) Prime R&D development
(4) Purchased and incidental services

Off-site:
(1) Operations
(2) In-house support

Excluded from the above are tenants and buildings and grounds construction/alteration and/or repair contractors.

All fields on this form must be completed as described below unless specifically instructed to leave blank:

Org. Code: Enter the 3-digit organization code of the funding organization.
Example: Code 1000 will be entered as "000"; Code 603.2 will be entered as "603".

Reporting Date: YY = Calendar year; MM = Month numerically expressed (right justified). Example: March 1984 will be entered as "8403".

Contract/P.O. Number: For contracts with an NAS5 or NAS6 prefix enter only the 5 digits that follow the prefix (left justified) and leave the last 2 spaces blank. For purchase orders with an "S" prefix, enter the entire number including "S" prefix and the letter (suffix) that follows the 5 digits.

Category: Enter appropriate letter listed in "Valid Codes" section from the front side of this form depending on which category the contractor fits. Definition of the categories can be found in the SOMITS User Handbook and the IOP call instructions.

Site: Enter the appropriate letter listed in "Valid Codes" section of this form, depending on whether work is being done on-site (N) or off-site (F).

Unique Project Number (UPN): Enter the current UPN, left justified, leaving unnecessary spaces blank. (Most UPN's will be 7 digits.) Dashes (-) are not required. Do not include the org. code in this field.

Function Code: Enter the 11th and 12th digits from the current Job Order Number system with a leading zero (0). This field is 3 digits in length for possible future expansion.

Total hours: Enter the total hours (regular hours plus overtime) right justified, in whole hours (no decimals). Unused spaces should be left blank.

Delete Flag: Enter "DEL" if record is to be deleted from existing data on file.

Contact: The name of the person who has cognizance of the data furnished by this form must be entered with their Organization code, title and telephone extension so that they can be contacted for clarification of the data if necessary.